

## **New York State Department of Civil Service**

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 2269910**

**Environmental Assistance Representative, Grade 23 2269910**  
**Environmental Assistance Administrator, Grade 27 2269920**

### Brief Description of Class Series

Positions in this series implement, promote, and administer programs to facilitate implementation and compliance with the Clean Air Act of 1990 and address other business-related environmental issues at the Department of Economic Development.

### Distinguishing Characteristics

*Environmental Assistance Representative:* full performance level; under the general direction of the Environmental Assistance Administrator, implements and promotes projects and programs affecting small businesses and municipalities.

*Environmental Assistance Administrator:* single position class; plans, develops, and directs economic development projects and programs aimed at addressing environmental issues and providing compliance information and ombudsman services to small businesses and municipalities impacted by the Clean Air Act; advises Department executives and other state/local government officials on broader economic development policy issues relating to environmental compliance; promotes program goals, objectives, and services through research and by conducting workshops, training seminars, and other such informational programming; and directs subordinate professional staff to ensure effective program operations.

### Illustrative Duties

#### *Environmental Assistance Representative*

Organizes and operates an information clearinghouse to disseminate information to small businesses concerning: the Clean Air Act and applicable permit requirements, small business rights, compliance methods and control technologies, pollution/accidental release prevention and detection measures, and information on available audit programs.

Provides compliance information and ombudsman services to small businesses and municipalities impacted by Clean Air Act.

Refers small businesses to State technical experts trained to handle technical compliance questions.

Organizes and conducts outreach programs such as training workshops, conferences, and promotional programs to inform small business owners and managers about their responsibilities under the Clean Air Act.

Obtains interpretation of the applicable requirements under the Clean Air Act and provides assistance to facilitate compliance with those requirements.

Provides administrative direction and coordinates the promotional efforts essential to program operations including public appearances, press conferences, press releases, public service announcements, brochures, mailings, and radio spots.

#### *Environmental Assistance Administrator*

May perform all of the same duties and functions as an Environmental Assistance Representative.

Plans, develops, and oversees programs administered by the Environmental Services Unit including special grant and compliance assistance programs assigned in response to natural disasters, federal or state mandates, and other emerging environmental issues.

Promotes programs and services essential to an effective Clean Air Act compliance program and the mission of the Department.

Liaisons with federal, State and local government agencies regarding economic development and regulatory aspects of Clean Air Act programs.

Identifies obstacles to small business compliance in meeting Clean Air Act requirements and proposes administrative solutions.

Advises department, federal, state, and local officials in formulating economic development policy related to environmental compliance issues.

Coordinates with intra- and inter-agency staff, stakeholders, associations, and other relevant parties to implement all programs efficiently and effectively.

Prepares project materials and conducts program outreach.

Represents the Department on environmental-related working groups, councils, and advisory bodies.

Performs the full range of supervisory duties.

## Minimum Qualifications

### *Environmental Assistance Representative*

Open Competitive: seven years of professional experience\* developing, evaluating, coordinating, administering, and/or promoting environmental programs designed to prevent and/or correct environmental pollution.

### *Environmental Assistance Administrator*

Promotion: one year of permanent service as an Environmental Assistance Representative.

Open Competitive: nine years of professional experience\* developing, evaluating, coordinating, administering, and/or promoting environmental programs designed to prevent and/or correct environmental pollution, which must include two years of supervision of subordinate staff.

\*Substitution: An associates' degree may substitute for two years of general experience or a bachelor's degree may substitute for four years of general experience. A J.D. or master's degree may substitute for one additional year of general experience or a Ph.D. may substitute for two additional years of general experience.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 10/2021

KAB